



DEPARTMENT OF THE ARMY
HEADQUARTERS, 264th MEDICAL BATTALION, 32D MEDICAL BRIGADE
U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
2108 9th STREET, SUITE 105, BUILDING 1385
FORT SAM HOUSTON, TEXAS 78234-5105

MCCS-AD

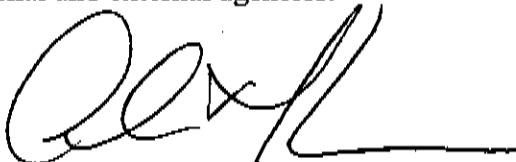
31 May 2007

MEMORANDUM FOR 264th Medical Battalion, 32d Medical Brigade, AMEDDC&S, Fort Sam Houston, TX 78234

SUBJECT: Commander's Critical Information Requirements (Policy Memorandum #20)

1. The Commander's Critical Information Requirements (CCIR) are those incidents/events whose reporting that are of concern to the command. In general, Commanders should report through the most expedient means available any incident/event that could result in public interest to the command, installation and the Army. Commanders should also report any event required by regulation or policy in accordance with established guidelines. The enclosed reporting matrix, while not intended to be all-inclusive, serves as guide for what is considered reportable events.
2. Commanders will report events identified for immediate reporting to the Battalion Commander in the most expedient manner possible. Commanders will submit executive summaries (EXSUM), serious incident report (SIR) or TRADOC 1-8R, as required, as soon as possible following the verbal notification of an immediate reporting incident.
3. For those events identified as delayed reporting or not otherwise identified, Commanders should exercise sound judgment in evaluating the severity of the incident/event and urgency of reporting requirements. Commanders will submit an EXSUM, SIR, or TRADOC 1-8R reports, as required, in a timely fashion.
4. Commanders will report any incident that will appear on the installation's law enforcement blotter report Via EXSUM, SIR or TRADOC 1-8R prior to the blotter's publication. Timely reporting of all blotter incidents will ensure that all levels of the command are properly informed and prepared to answer any questions of internal and external agencies.

Encl
CCIR Matrix



WILLIAM P. LACHANCE
LTC, MS
Commanding

BATTALION COMMANDERS CRITICAL INFORMATION REQUIREMENTS

SITUATION	REFERENCE'S	ALERT BC, CSM						DEADLINES
		SIR (MEDCOM FM 104-R)	OPREP (TRADOC 1-8)	EXSIM	DD FM 553 (AWOL)	AMEDD Suicide Event Report	DA FM 285-48-R (AGAR)	
1 SUICIDE	BDE CCIR, AR-190-40	I	X	X	X	X		
2 HOMICIDE/DEATH (CADRE/STUDENT)	BDE CCIR, AR-190-40	I	X	X	X			
3 HOSPITAL ADMISSION	BDE CCIR, AR-190-40	D			X			
4 TRAINING ACCIDENT W/ SERIOUS INJURY	TRADOC Reg 1-8	I	X	X	X		X	
5 VEHICLE ACCIDENT W/ SERIOUS INJURY	BDE CCIR, AR-190-40	I	X	X	X		X	
6 DUI/DWI	BDE CCIR, AR-190-40	D	X		X			
7 ASSAULT/BATTERY	BDE CCIR, AR-190-40	D	X	X	X			
8 SEXUAL ASSAULT	BDE CCIR, AR-190-40	D	X	X	X			
9 TRAINEE ABUSE	TRADOC Reg 1-8	I	X	X	X			
10 DS MISCONDUCT	TRADOC Reg 1-8	D	X	X	X			
11 KIDNAPPING	TRADOC Reg 1-8	I	X	X	X			
12 INCARCERATION	BDE CCIR, AR-190-40	D	X		X			
13 ALCOHOL ABUSE/ OVERDOSE	BN POLICY	D			X			
14 AWOL	BN POLICY	D			X	X		
15 DRUG USE	BN POLICY	D		X	X			
16 DOMESTIC VIOLENCE	BN POLICY	D			X			
17 DEATH OF IMMEDIATE FAMILY MEMBER	BN POLICY	I			X			
18 BLOTTER EVENT	BN POLICY	D			X			
19 EVENT RESULTING IN MEDIA ATTENTION	BN POLICY	D			X			
20 NEGLIGENT DISCHARGE	AR 190-40	D	X		X			
21 LOSS OF WEAPON/AMMUNITION	AR 190-40	I	X	X	X			
22 FIRE	AR 190-40	I		X	X			
23 LARCENY	AR 190-40	D		X	X			
24 BOMB THREAT	TRADOC Reg 1-8	I		X	X			
25 AC/HEATER INOPERABLE	BN POLICY	D			X			

I=IMMEDIATE

D=DELAYED (DEPENDING ON SEVERITY OF INCIDENT)